

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, MARCH 16, 2010

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 2	III MINUTES (2/16/10)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
3- 4	A. Community Corrections Coordinator - MDOC Electronic Monitoring Fees (Seeking approval of Electronic Monitoring Fees; approval of any required budget adjustments - proposed resolution attached)
5- 8	B. Personnel Director
9	1. Vacancies (Seeking approval to post/fill)
	a. Health Department - Public Health Nurse in Maternal and Infant Health Program (ft - \$18.20 to \$22.46/hr. or \$18.81 to \$23.08)
	b. Sheriff Department - Correctional Facility Officer (mandated, ft - \$15.49/hr.)
	c. Division on Aging - On-call Cook (\$10.63/hr.)
	d. Drain Office - Accountant (ft -\$47,424 or \$39,645)
10	2. Additional Hours (850) for Resilient Core Streamlining Financial Processes (Seeking appropriation of up to \$17,000 to cover the additional hours proposed resolution attached)
11-17	C. Office of Assigned Counsel - Monthly Report - Year to Date 2009 (Received)
	VI REFERRALS
	VII UNFINISHED BUSINESS
	VIII NEW BUSINESS
	IX MISCELLANEOUS
	X CLOSED SESSION - Personnel Director - Labor Negotiations (Note: While it was announced there would be a closed session at a special Board meeting, this closed session will, instead, be handled at the Personnel/Judicial Committee meeting)
	XI ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THE PERSONNEL/JUDICIAL COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

PERSONNEL/JUDICIAL COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON TUESDAY, FEBRUARY 16, 2010, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:04 P.M. by Chair Krygier.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
ERNIE KRYGIER, CHAIR	P	Y	Y	Y	Y	Y	Y	Y				
KIM COONAN, VICE CHAIR	P	Y	Y	S/Y	Y	M/Y	Y	S/Y				
MICHAEL J. DURANCZYK	P	S/Y	M/Y	Y	Y	Y	Y	Y				
PATRICK H. BESON	P	Y	Y	Y	Y	Y	Y	Y				
VAUGHN J. BEGICK	P	Y	S/Y	Y	Y	Y	S/Y	Y				
DONALD J. TILLEY	P	M/Y	Y	M/Y	S/Y	S/Y	M/Y	M/Y				
BRIAN K. ELDER, EX OFFICIO	P	Y	Y	Y	M/Y	Y	Y	Y				

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
ERNIE KRYGIER, CHAIR												
KIM COONAN, VICE CHAIR												
MICHAEL J. DURANCZYK												
PATRICK H. BESON												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
BRIAN K. ELDER, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
ERNIE KRYGIER, CHAIR												
KIM COONAN, VICE CHAIR												
MICHAEL J. DURANCZYK												
PATRICK H. BESON												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
BRIAN K. ELDER, EX OFFICIO												

OTHERS PRESENT: C.MAILLETTE, M.GRAY, M.FITZHUUGH, T.QUINN, H.WETTERS, L.NORMAN, C.ISWORSKI, K.RUBIS, R.REIMANN, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

-/-

PERSONNEL/JUDICIAL COMMITTEE

TUESDAY, FEBRUARY 16, 2010

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MOTION NO.

- 1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JANUARY 19, 2010 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called. Howard Wetters, Bay County MSU Extension Director, updated the Committee on the recently Board approved Blue Cross/Blue Shield grant. Bay County will be partnering with one school and is looking for another school to partner with. This is a teaching grant and the hope is that this program can be integrated into other schools in the future.

The first agenda item was renewal of the Blue Cross/Blue Shield Inmate Services Grant and it was

- 2 MOVED, SUPPORTED AND CARRIED TO APPROVE RENEWAL OF THE BXBS INMATE SERVICES CONTRACT (SHERIFF DEPARTMENT).**
- 3 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE TOWNSHIP ROAD PATROL SERVICES AGREEMENTS (SHERIFF DEPARTMENT).**
- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND 2/16/10 BOARD APPROVAL TO POST/FILL A DISPATCHER VACANCY (911 CENTRAL DISPATCH).**
- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL POSITIONS FOR THE 2010 MARINE PATROL PROGRAM (5 SUPERVISORS AND 25 MARINE DEPUTIES) (SHERIFF DEPARTMENT).**
- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL AN ON-CALL DRIVER VACANCY (DIVISION ON AGING).**

There being no further business, It was

- 7 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:08 P.M.).**

Submitted By:

Deanne Berger

Deanne Berger
Board Coordinator

- 2 -

To: Ernie Krygier, Personnel/Judicial Committee Chair
From: Rene' Amyotte, Community Corrections Coordinator
Date: Febuary 18, 2010
Subject: Amending current Electronic Monitoring Fees

Background: Bay County has implemented a pre-trial program to assist in alleviating jail overcrowding of lower risk offenders who are able to be supervised while out on bond. Part of the program may include supervision by an electronic monitoring unit. Bay County has held a contract with the Michigan Department of Corrections for the use electronic monitoring equipment since 2003. Bay County has also contracted an individual to supervise defendants while out of jail on bond. This contract is currently funded through the Bay County Community Corrections Comprehensive Plan.

Finance/Economics: The Bay County Community Corrections grant funds the position of a part time employee to be contracted as the Pre-Trial Specialist. The grant only funds up to \$5,110 for program services such as Electronic Monitoring Services.

Community Corrections proposes to charge offenders: \$50.00 for installation and \$50.00 per month while participating in electronic monitoring services in lieu of jail. Currently offenders are asked to pay \$10.00 per day for these services. No one has been able to pay this fee during this last fiscal year.

Currently, the Community Corrections grant funds the entire EMS Program. The total amount awarded is \$5110.00. Funds are used for wages of a part time employee to supervise offenders on EMS and \$6.50 per day, per offender monitoring fee. Total yearly expenditures are \$5110.00. When the funds are fully utilized, offenders are not able to be placed on the program, until funds are available again. In FY08 there were 14 offenders released from jail and placed on EMS, thus saving the county a thousand jail beds stays. With the purposed change in fees Community Corrections projects revenue of \$1200.00 that will be used to supervise additional offenders.

Offenders who are not receiving any form of income are not charged. If an offender gains employment while they are under supervision, they will be asked to pay the monthly fee.

Recommendation: I am requesting the committee's approval and authorization to implement the supervision fee of \$50.00 per month with a hook up fee of \$50.00 for electronic monitoring in order to increase the amount of offenders supervised. This fee would also assist in paying the PTS position. I further recommend giving the Board Chair authorization to sign any and all related application and acceptance agreements and contractual agreements needed to implement the grant program, all subject to review and approval by Corporation Counsel.

Sincerely,

Rene' Amyotte, Community Corrections Coordinator

BAY COUNTY BOARD OF COMMISSIONERS**4/13/10****RESOLUTION**

- BY: PERSONNEL/JUDICIAL COMMITTEE (3/16/10)
- WHEREAS, Bay County has implemented a pre-trial program to assist in alleviating jail crowding of lower risk offenders who may be supervised while out on bond and part of this program may include supervision by an electronic monitoring unit; and
- WHEREAS, Bay County has held a contract with the State of Michigan Department of Corrections for use of electronic monitoring equipment since 2003 and has also contracted with an individual to supervise defendants while out of jail on bond; and
- WHEREAS, Community Corrections proposes to charge offenders as follows: \$50.00 for installation and \$50.00 per month while participating in electronic monitoring services in lieu of jail. Currently offenders are asked to pay \$10.00 per day for these services. No one has been able to pay this fee during this last fiscal year; and
- WHEREAS, Currently, the Community Corrections grant funds the entire EMS Program. The total amount awarded is \$5110.00. Funds are used for wages of a part time employee to supervise offenders on EMS and \$6.50 per day, per offender monitoring fee. Total yearly expenditures are \$5110.00. When the funds are fully utilized, offenders are not able to be placed on the program, until funds are available again. In FY08 there were 14 offenders released from jail and placed on EMS, thus saving the county a thousand jail beds stays. With the purposed change in fees Community Corrections projects revenue of \$1200.00 that will be used to supervise additional offenders; and
- WHEREAS, Offenders who are not receiving any form of income are not charged. If an offender gains employment while they are under supervision, they will be asked to pay the monthly fee; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves and authorizes implementation of the supervision fee of \$50.00 per month with a hook up fee of \$50.00 for electronic monitoring in order to increase the amount of offenders supervised; Be It Further
- RESOLVED That related budget adjustments, if required, are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Comm Corr - Electronic Monitoring Fees

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn
Personnel Director
quinnt@baycounty.net

March 11, 2010

Mr. Ernie Krygier, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Re: Items for the Agenda of the Personnel/Judicial Committee

Dear Commissioner Krygier:

Please consider the following item for the agenda of your committee for its meeting on March 16, 2010.

1. **Request:** The Bay County Health Department has submitted a request to post and fill a registered nurse position in the Maternal and Infant Health Program (MIHP).

Background: The Bay County Health Department, through its MIHP, employs staff representing dietary, social work and nursing disciplines to provide necessary services, including home visits and referrals to other Health Department programs. There is currently a vacancy in the MIHP for a full-time professional worker. The department planned to fill the vacancy with a Registered Dietician, as the previous RD took a position in the WIC Clinic, and received approval to fill the position from the Board (Res. 2009-251).

Recently, the Health Department was made aware of changes to the MIHP by the Michigan Department of Community Health (MDCH) Medical Services Administration (MSA). These changes impact the mix of disciplines necessary to provide services. Effective May 1, 2010, the MDCH MSA will remove the requirement that an RD be a MIHP team member.

In light of these changes, the health department is amending their previous request and seeking approval to fill the vacancy with a registered nurse.

- Finance/Economics:** The pay range for an RN is \$18.20 - \$22.46 per hour (NN05) and the pay range for a BSN is \$18.81 - \$23.08 per hour (NN08). The position is funded 100% with grant funds and Medicaid reimbursements. It is not funded through general fund dollars.
- Recommendation:** Please approve the posting and hiring of a Public Health Nurse position, as well as any necessary budget adjustments relating to this change.
2. **Request:** Sheriff John Miller has submitted a request to post and fill a mandated Correctional Facility Officer (CFO) position.
- Background:** There is a vacant position due to the retirement of a full-time CFO.
- Finance/Economics:** The rate of pay for a full-time CFO is \$15.49 per hour, entry with full benefits as provided for in the POAM contract.
- Recommendation:** Please grant approval to fill this mandated position in order to maintain minimum shift staffing and reducing cost for overtime wages.
3. **Request:** Becky Reimann has submitted a request to post and fill a part-time, on-call Cook position with the Division on Aging.
- Background:** The vacancy is the result of a resignation.
- Finance/Economics:** Part-time, casual, on-call, non-represented position, with no benefits at \$10.63 per hour. Aging funds.
- Recommendation:** Please grant permission to post and fill the on-call Cook position.
4. **Request:** On behalf of Bay County Drain Commissioner, Joseph Rivet, please consider a request to post and fill a Staff/Grant Accountant or Staff Accountant position in his office, depending upon duties assigned.

- Background:** Current employee has recently accepted a position in the Finance Department.
- Finance/Economics:** Staff/Grant Accountant: \$47,424 per year entry level, progressing to \$55,578 per year after 4 years (PB08). Staff Accountant: \$39,645 per year entry, progressing to \$50,336 per year after 6 years (PB06/PB07). Funds exist within the 2010 budget.
- Recommendation:** Please approve the posting and filling of the Staff/Grant Accounting vacancy in the Drain Office.
5. **Request:** Administration is requesting 850 hours for Resilient-C to work on streamlining financial processes.
- Background:** Currently, there are significant "bottlenecks" and redundancies built into the accounting system, some of which have been exacerbated by Munis implementation issues. Additionally, we are exploring "depth of classification" issues. Working with the auditors, we would like to reduce the level of detail in many accounting processes to the extent necessary for sound asset control, audit compliance, budgetary control, and real-time business decision-making. The effect of this should reduce or eliminate many of the factors which cause chronic overtime, improve throughput to the department's customers, and increase the accuracy of first-time journal entries. Permanent changes in depth of classification would take effect in 2011 fiscal year; other systemic changes would occur as soon as appropriate approval is obtained.
- Resilient-C would make periodic progress reports to the Board of Commissioners, as in the past.
- Finance/Economics:** \$17,000 cap from General Fund. Although it is likely the cap will not be reached, our early and successful efforts at waste reduction in Homeland Security administration have been labor-intensive.

Mr. Ernie Krygier, Chairperson
Personnel/ Judicial Committee
March 11, 2010
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Recommendation: Please approve this request.

Thank you for considering these items for the agenda of your committee.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Michael Gray
Marty Fitzhugh
Sheriff Miller

Barb MacGregor
Marilyn Laurus
Rebecca Reimann
Joseph Rivet

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BAY COUNTY BOARD OF COMMISSIONERS

4/13/10

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (3/16/10)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies, monies for said positions to come from the respective departmental budgets:

- A. Health Department - Registered Nurse (ft)
- B. Sheriff Department - Correctional Facility Officer (ft)
- C. Division on Aging - On-call Cook
- D. Drain Office - Accountant (ft)

RESOLVED That budget adjustments, if required, are approved.

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated if grant funding is terminated.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Vacancies - April 2010

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglick				Klm Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

4/13/10

RESOLUTION

- BY: PERSONNEL/JUDICIAL COMMITTEE (3/16/10)
- WHEREAS, Currently there are significant "bottlenecks" and redundancies built into the accounting system, some of which have been exacerbated by Munis implementation issues; and
- WHEREAS, Working with the auditors, the County wishes to reduce the level of detail in many accounting processes to the extent necessary for sound asset control, audit compliance, budgetary control, and real-time business decision-making; and
- WHEREAS, The effect of this should reduce or eliminate many of the factors which cause chronic overtime, improve throughput to the department's customers, and increase the accuracy of first-time journal entries; and
- WHEREAS, Permanent changes in depth of classification would take effect in 2011 fiscal year with the other systematic changes occurring as soon as appropriate approval is obtained; and
- WHEREAS, Resilient-C will continue to make periodic progress reports to the Board of Commissioners; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners appropriates up to \$17,000 for 850 hours for Resilient-C to work on streamlining financial processes.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Adm Serv - Resilient-C - Financial Processes

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Begick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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OFFICE OF ASSIGNED COUNSEL MONTHLY REPORT YEAR TO DATE, 2009

Total Number of Referrals: ----- **2294**

VOP	190	Misd.	1049	Appeals	32	FOC	2
Felony	783	Traffic	226	PPO's	12	Paternity	0

Total Number of New Assignments: ----- **1852**

VOP	152	Misd.	850	Appeals	32	FOC	2
Felony	648	Traffic	157	PPO's	11	Paternity	0

Total Number of Defendants Currently Representing - Assigned on New Charges: ----- **427**

VOP	38	Misd.	190	Appeals	0	FOC	0
Felony	132	Traffic	66	PPO's	1	Paternity	0

Total Number of Defendants denied Court Appointed Counsel: ----- **15**

VOP	0	Misd.	9	Appeals	0	FOC	0
Felony	3	Traffic	3	PPO's	0	Paternity	0

There were a total of **2233** defendants assigned on felonies, misdemeanors, traffic & vop's.

CRIMINAL DEFENSE OFFICE

New Assignments: ----- **508**

Felonies	412
C.C. VOP	96
Misd.	0
Traffic	0

There were a total of **1807** NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.
508 or **28%**

Defendants Currently Representing - Assigned on New Charges: ----- **141**

Felonies	64
C.C. VOP	16
Misd.	50
Traffic	11

PUBLIC DEFENDER OFFICE

New Assignments: ----- **267**

Felonies	211
C.C. VOP	56
Misd.	0
Traffic	0

There were a total of **1807** NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned
267 or **15%**

-/-

Defendants Currently Representing - Assigned on New Charges:

77

Felonies	36
C.C. VOP	7
Misd.	27
Traffic	7

SCHISLER LAW FIRM

New Assignments:

1007

Felonies	0
C.C. VOP	0
Misd.	850
Traffic	157

There were a total of 1807 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Schisler Law Firm was assigned
1007 or 56%

Defendants Currently Representing - Assigned on New Charges:

192

Felonies	25
C.C. VOP	15
Misd.	109
Traffic	43

PRIVATE COUNSEL

New Assignments:

25

Felonies	25
C.C. VOP	0
Misd.	0
Traffic	0

There were a total of 1807 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Private Counsel was assigned
25 or 1%

Defendants Currently Representing - Assigned on New Charges:

16

Felonies	7
C.C. VOP	0
Misd.	4
Traffic	5

PROBATE COURT

Total Number of Referrals:-----

171

Delinquency	142
Neglect	29

Total Number of New Assignments:-----

153

Delinquency	131
Neglect	22

Total Number of Cases Currently Representing - Assigned on New Charges/Adding New Attorney: -----

18

-12-

Delinquency	11
Neglect	7

Total Number of Referrals denied Court Appointed Counsel **0**

Delinquency	0
Neglect	0

DELINQUENCY

NEW ASSIGNMENTS:..... **131**

Public Defender	119
Private Attorneys	12

CASE PENDING /
NEW CHARGES:..... **11**

Public Defender	8
Private Attorneys	3

NEGLECT

NEW ASSIGNMENTS:..... **22**

*Numerous attorneys may be assigned to an individual case.

Public Defender	21
Private Attorneys	43

CASE PENDING /
ADDING NEW ATTORNEY:..... **7**

Public Defender	2
Private Attorneys	5

Total Number of Probate Referrals Appointed Counsel w/Payback: **2**

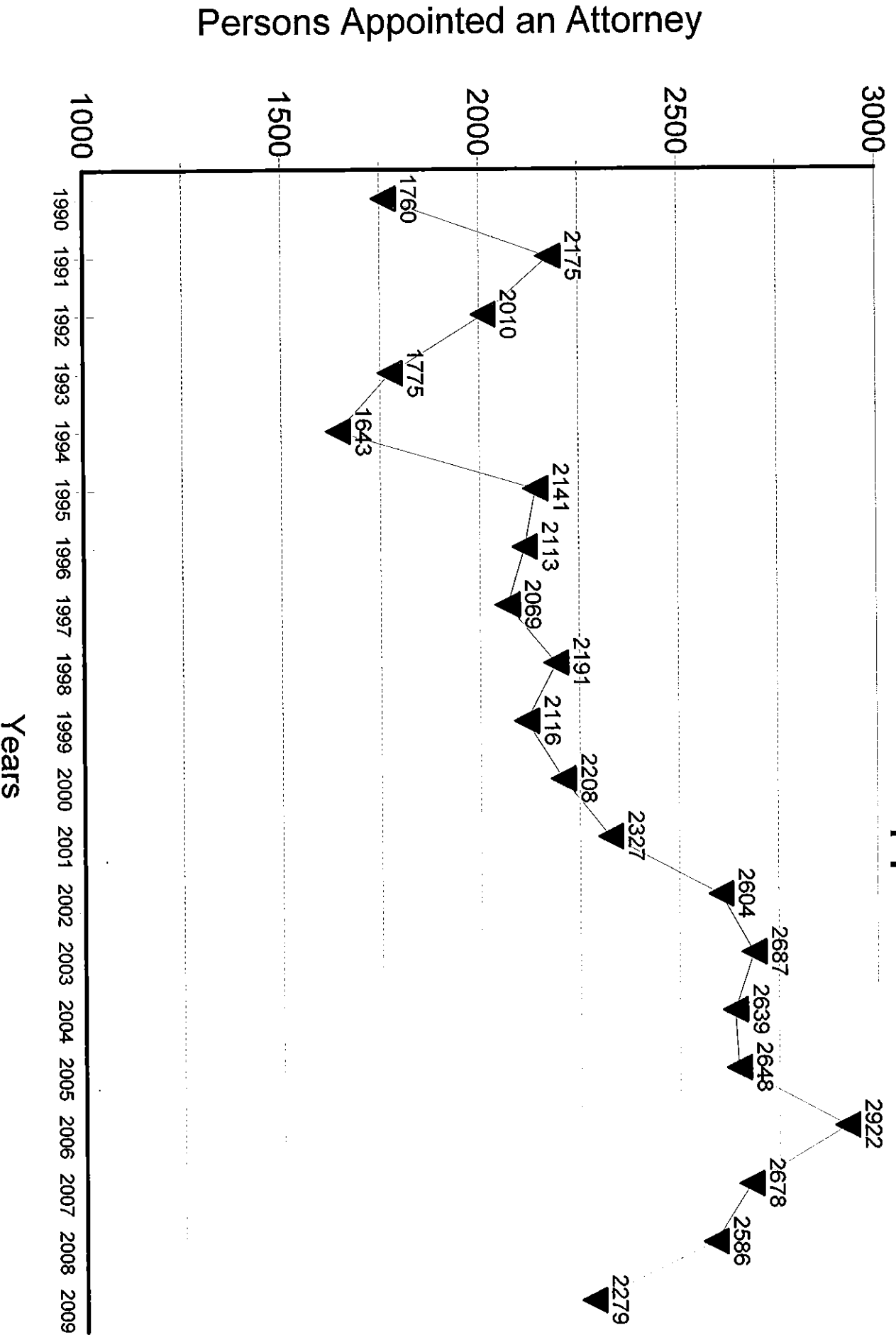
Delinquency	2
Neglect	0

Total Number of Paybacks Closed (PAID IN FULL): **4**

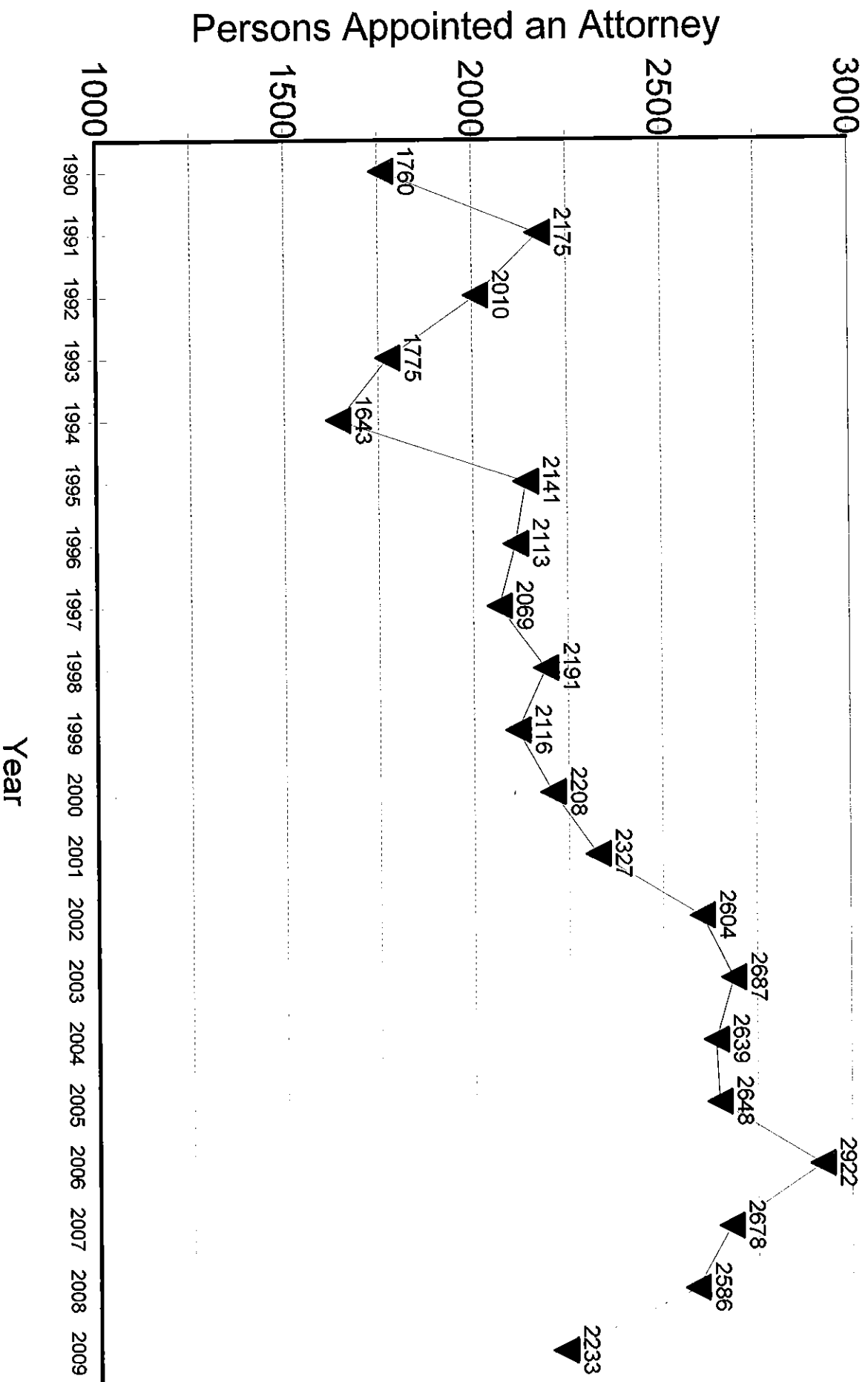
Total Amount of Money Received for Paybacks ordered through OAC: \$1,760.75

Delinquency	1180.75
Neglect	580.00

OFFICE OF ASSIGNED COUNSEL 1990-2009 Total Case Appointments

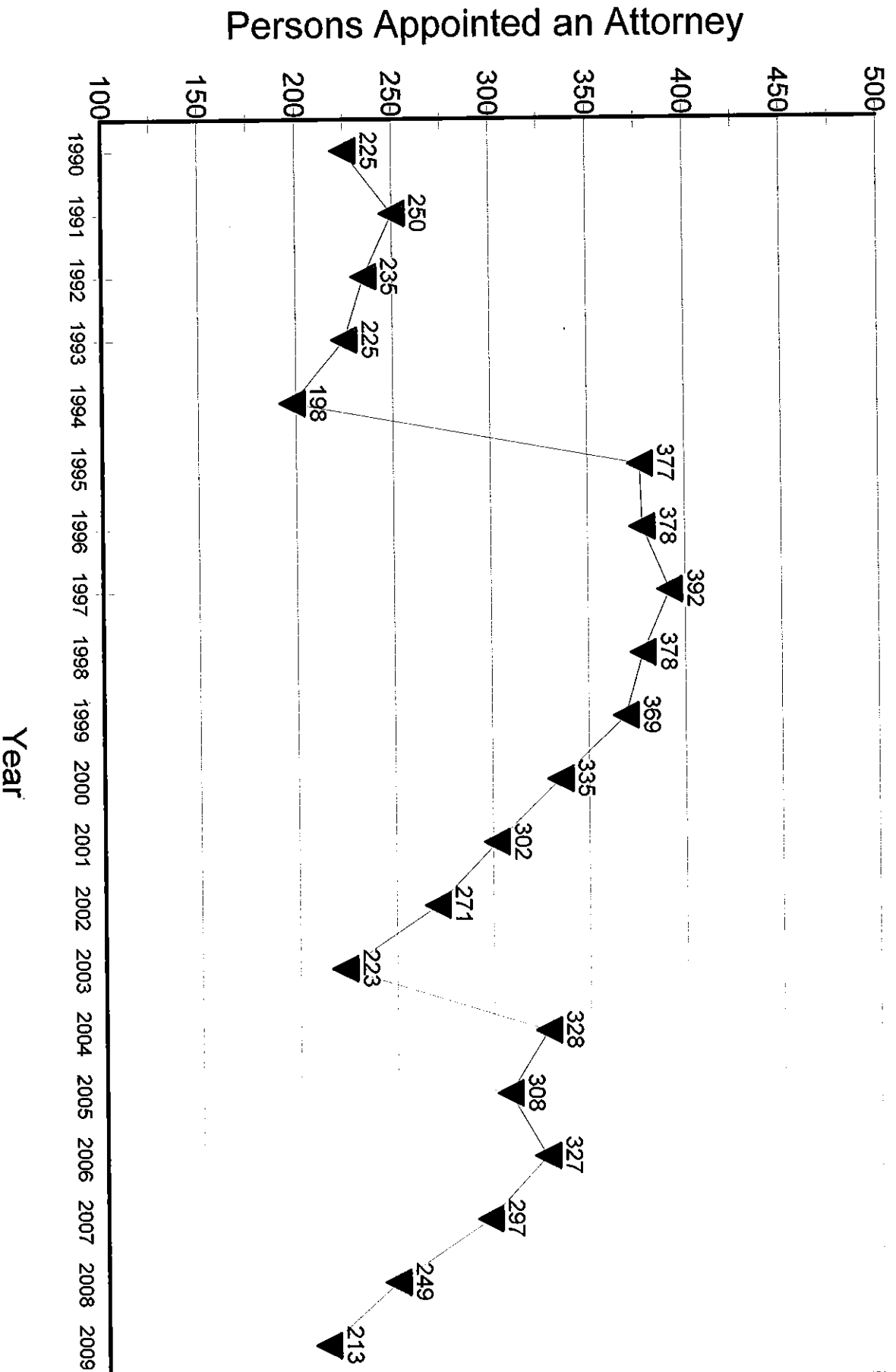


OFFICE OF ASSIGNED COUNSEL 1990-2009 Total Criminal Appointments



15

OFFICE OF ASSIGNED COUNSEL 1990-2009 Probate Court Appointments



OFFICE OF ASSIGNED COUNSEL 1990-2009 FOC/Paternity Cases

